Outlook Introduction (1 Day)

Overview

This Microsoft Outlook training class introduces the 2019 interface and gets students up and running quickly working with messages, calendars, and contacts in Outlook 2019 or Outlook 365.

Target Audience: Students who have little or no familiarity with Microsoft Outlook 2019 or more experienced Outlook users who want to learn the topics covered in this course in the 2019 interface.

Our instructor-led online classes are conducted the most current version of the software. If you're on an earlier version our instructor will point out the minor differences between versions where they exist.

Goals

- Learn about the new features in Outlook
- Learn about the Ribbon, Tabs, Groups, and Commands.
- Explore the Backstage View.
- Set up accounts and work with messages.
- Work with calendars and contacts.

Outline

The Outlook 2019 Interface
Overview of the Outlook Interface
    More Features of the Outlook Interface
The Ribbon
Tabs, Groups, and Commands on the Ribbon
Tabs on the Mail Ribbon
    Groups on the Mail Ribbon
    Tell Me
    Configure Views
    Commands on the Mail Ribbon
The Backstage View (File Menu)
The Info Tab
    The Open and Export Tab
    The Save As Tab
    The Print Tab
    Office Account
    Options

Performing Popular Tasks in Outlook 2019
Setting Up an Email Account
Open Email Messages
Reply to and Forward Email Messages
Include Original Messages with All Replies
    Change Quoted Text Color
    Using Cc and Bcc
    Redirect Replies
    Preview and Save an Attachment
Print a Message
Delete a Message
Save a Message in an Alternate Format
Delegate Access
Customize the Navigation Pane

Working with Messages

Compose a Message
Set a Priority
    Mark as Private
    Quick Parts
    Change Text Formats
    Add Visuals
    Add an Attachment
Set an Attachment Reminder
    Improvements to Attachments
    Add Voting Options
Check Spelling and Grammar
Format Text
Use the Format Painter
    Apply a Style
    Check Accessibility
    Listen to and Dictate Your Email
    Use Microsoft Word to Edit Messages
Insert a Hyperlink or Image in a Message
Send a Message
Request a Read Receipt

Working with the Calendar

Change Your Calendar View
Set Up Availability Status
Change the Calendar's Time Zone
    Local Weather Forecast
Print Your Schedule
Share Your Calendar
Schedule a Meeting
Set Reminders
    Schedule Resources
    Set Calendar Item Importance
    Schedule a Meeting from a Message
    Make Updates to Meetings
Add Participants
    Cancel a Meeting
Reply to a Meeting Invitation
Schedule an Appointment
Make Updates to an Appointment
Create Calendar Groups
Delete a Calendar
Work with Calendar Items
Forward an Item
    Add Color to Your Calendar
    Set Item Importance
    Configure a Reminder
    Search Your Calendar
    Share Meeting Notes
    Create and Add Calendars

Organizing Contacts

Add, Delete, Import, and Print a Contact
Update a Contact
Share a Contact
    Attach Notes to Contacts
Locate a Contact
Sort Contacts
Work with Contact Groups
Add a Contact to a Group
    Update or Delete a Contact within a Group
    Add Notes to a Group
    Delete a Group
    Manage Multiple Address Books
Perform a Mail Merge